



# South Carolina Department of Insurance

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**MARK SANFORD**  
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**SCOTT RICHARDSON**  
Director of Insurance

## **NOTICE: PUBLIC ADJUSTER LICENSE RENEWAL**

Please be advised that it is time to renew your South Carolina public adjuster's license. To complete the renewal process, all licensed public adjusters must complete a renewal application and pay a licensing renewal fee. License and renewal fees are fully earned when received, not refundable, transferable, nor proratable. Fees are retaliatory under South Carolina law. Resident public adjusters pay \$80. Nonresident public adjusters pay the same fee that is charged by the public adjuster's home state. If the license fee is not received when due, the license must be canceled. If the license is to be reinstated, an original application must be filed along with a double fee (reinstatement fee and license fee). After October 31, 2008, the double fee is required.

### **Public Adjuster Renewal: Two Options for renewal will be available**

Renewal notices will be mailed in September to the address on record with the South Carolina Department of Insurance. A renewal application **will not** be mailed with the notice. Renewal begins on October 1 and ends on October 31, 2008.

**Renewal Option 1:** ONLINE renewal at [www.nipr.com](http://www.nipr.com) will be available **October 1, 2008 through October 31, 2008**. Individuals renewing through NIPR must pay a renewal fee and a \$5 transaction fee. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. NIPR will provide the Department a nightly download of all individuals who have renewed. Please keep NIPR's email since this is your verification of renewal. Do not send verification to the Department.

**Renewal Option 2:** PAPER renewal – Individuals choosing this option must print a renewal application from the Department's website at <http://www.doi.sc.gov/>. From this website, scroll down to **Individuals/Agencies** then scroll to **Public Adjuster**. Click on **Public Adjuster** to find renewal information. Print the application, complete it and mail to the Department along with a check. Please make sure the application is properly completed or it will be returned and renewal will be delayed. If the application and fee are received after October 31, 2008, the renewal fee will be doubled.

Your canceled check will serve as proof that the renewal has been received by the Department. **The licensing staff will not be able to confirm renewal status. A new license will not be mailed unless a self-addressed stamped envelope is sent with a written request for a license copy.**

If have any questions, please contact the Office of Individual Licensing by email at [agntmail@doi.sc.gov](mailto:agntmail@doi.sc.gov).